



USAID | NIGERIA

FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: AID-620-S-00-17-00015-00

ISSUANCE DATE: June 15, 2017

CLOSING DATE/TIME: June 30, 2017

SUBJECT: Solicitation for a Cooperating Country National Personal Service Contractor (CCN PSC) Program Development Specialist – Senior Reproductive Health Manager (Local Compensation Plan)

Dear Prospective Offerors:

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking offers from qualified persons to provide personal services under contract as described in this solicitation.

Offers must be in accordance with **Attachment 1, Sections I through V** of this solicitation. Incomplete or unsigned offers will not be considered. Offerors should retain copies of all offer materials for their records.

This solicitation in no way obligates USAID to award a PSC contract, nor does it commit USAID to pay any cost incurred in the preparation and submission of the offers.

Any questions must be directed in writing to the Point of Contact specified in the attached information.

Sincerely,
Contracting Officer

U.S. Agency for International Development
C/O American Embassy,
Plot 1075 Diplomatic Drive,
Central Business District, Abuja
P.M.B. 519, Garki, Abuja.

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I. GENERAL INFORMATION

- 1. SOLICITATION NO.:** AID-620-S-00-17-00015-00
- 2. ISSUANCE DATE:** June 15, 2017
- 3. CLOSING DATE/TIME FOR RECEIPT OF OFFERS:** June 30, 2017
- 4. POSITION TITLE:** Program Development Specialist – Senior Reproductive Health Manager
- 5. MARKET VALUE:** N12,970,797.00 equivalent to **FSN-12**
In accordance with **AIDAR Appendix J** and the Local Compensation Plan of United States Mission, Nigeria (Effective September 04, 2016).
Final compensation will be negotiated within the listed market value.
- 6. PERIOD OF PERFORMANCE:** Five (5) years renewable
- 7. PLACE OF PERFORMANCE:** Abuja, Nigeria
- 8. SECURITY LEVEL REQUIRED:** SBU
- 9. STATEMENT OF DUTIES**

BASIC FUNCTION OF THE POSITION:

USAID's HPN Office implements health and population activities in an integrated social sector program. The Program includes activities in family planning/reproductive health (FP/RH), Maternal and Child Health (MCH) and Malaria. USAID'S HPN portfolio is currently US\$120 million a year with US\$30 Million in FP/RH Funding. The current reproductive health/family planning portfolio includes activities in family planning, safe motherhood, post abortion care, fistula care, policy, social marketing and contraceptive logistics management. Serval FP/RH activities are integrated with other HPN program (Maternal and Child Health) or with HIV/AIDS programs. While some activities focus on under-served northern Nigerian states, others are national in scope.

The Senior Family Planning/Reproductive Health (FP/RH) Program Management Specialist serves as the principal advisor to USAID/Nigeria in family planning and reproductive health and as a senior member of the Health Population and Nutrition (HPN) Office. The incumbent provides overall technical guidance for developing FP/RH strategies and policies that supports USAID and Government of Nigeria development targets. S/he provides substantive advice to further the conception, design, development, implementation and evaluation of programs in reproductive health and family planning funded by USAID. The incumbent applies specific clinical knowledge and skills to sensitive issues related to RH, including family planning methods, the surgical repair of fistula, emergency obstetric care and safe motherhood.

USAID's FP/RH activities have increased in complexity and scope over the past few years. Geographic spread has also evolved to new States where USAID's previous direct presence was non-existent or minimal. FP/RH and MCH budgets and activities have multiplied and now include new initiatives, such as safe motherhood, emergency obstetric care, prevention and surgical repair of obstetric fistula and major new polio and immunization activities. In addition to the cross-section synergies developed with the HPN team among RH child survival and maternal child health, and between health and education activities, new initiatives have been launched linking HIV/AIDS to family planning.

The Senior FP/RH Program Manager is responsible for the overall management of the technical and administrative aspect of all USAID/Nigeria's activities in reproductive health and family planning. The incumbent provides guidance on new program initiatives, drafts program documents to secure funding and implement activities, and manages the relationships between USAID and implementing partners that implement FP/RH activities with particular sensitivity to the Nigerian context in which health and medical services are being provided.

MAJOR DUTIES AND RESPONSIBILITIES:

The incumbent represents the USAID regarding FP/RH policies, strategies and activities with outside organizations, such as Federal Ministry of Health, the National Population Commission, the National Primary Health Care Development Agency, State Ministry of Health, United Nations Population Fund, Foundations and other development partners.

The primary responsibilities of this position are:

1. Serve as primary advisor and primary resource and focal person for FP/RH; provide technical and managerial oversight of programs implemented in RH and FP; provide leadership and represent USAID TO Government of Nigeria, the donor community and non-governmental organizations to coordinate and promote effort to develop and implement strategies to improve FP/RH policies and service delivery; serve as point person for USAID's special effort to improve FP/RH in Northern Nigeria; ensure that project annual work-plans are completed on time and implemented in a timely fashion, including management review, project progress reports and financial expenditures; identify synergy between FP/RH and other team activities, particular in basic education and HIV/AIDS and develop new program initiative, develop and deliver presentations, reference materials and speeches as necessary on the overall health program and related subjects for informational, advocacy and coordination purpose and serve as Agreement Officer's Representative (AOR – when certified to do so) or Activity Manager for several agreement that implement culturally-appropriate and complex programs in Nigeria. **70%**
2. Participate in proposal review, interview committees, annual report preparation and other Mission-wide activities; facilities development of implementing partner work-plans, Performance Management Plans and coordinate preparation for implementing partner portfolio review; participate in the review of implementing partner annual, semiannual and quarterly reports, and other reports as needed; mentor other FP/RH activities; coordinate TDYs related to FP/RH activities and backstop FP/RH team members. **30%**

10. AREA OF CONSIDERATION: Nigerians Only

11. PHYSICAL DEMANDS:

The work requested does not involve undue physical demands.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

Education: Advanced health related degree (MD, RN, PhD, MPH).

Prior Work Experience: 7-10 year progressively responsible, professional-level experience in public health and health delivery with emphasis on RH; clinical skills and experience is required. Experience working in Nigeria's northern states on health-related activities strongly desired.

Post Entry Training: AOR Training and Programming Assistance.

Language Proficiency: *(List both English and host country language(s) proficiency requirements by level (II, III) and specialization (sp/read):* Level IV English (high proficiency in verbal and written expression) is required; knowledge of Hausa is desirable.

Job Knowledge:

1. Familiarity with the broad range of FP/RH issues that affects Nigeria and/or developing countries in general.
2. Understanding of, and sensitivity to, the major issues affecting FP/RH in all geographical regions of Nigeria, with in-depth knowledge of the implementation of FP/RH programs in Nigeria's northern states.
3. Demonstrated understanding of programs and organizational aspect of major international donors, organizations, foundations and private sector organization that supports Maternal, Neonatal and Child Health.

Skills and Abilities:

1. Demonstrated skills in decision-making and overseeing the implementation of RH/FP activities in Nigeria. Excellent communication (oral and written) and facilitation skills.
2. Word processing skills are essential; knowledge of spreadsheet development, graphic applications and statistical analysis packages are highly recommended.
3. Ability to analyze information, evaluate data and prepare reports and be cable of producing high quality, often under time pressure and in complex situations.
4. Excellent organizational and managerial skills, strong analytical skills and in-depth understanding of technical, political, economic and cultural characteristics of Nigeria as they relate to implementation of public health programs.
5. Excellent interpersonal skills, good social and professional judgement, and the ability to function effectively in cross-cultural and multi-level settings. S/he must be able to interact effectively with mid and senior-level government officials and maintain collaborative relationships within a team structure, in addition to effective work

individually and as a team member. S/he must be able to effectively lead, facilitate and participate in discussions and meetings.

III. EVALUATION AND SELECTION FACTORS

Applications will be required to have the minimum qualifications expressed in Section II. Qualified applicants possessing skills above the minimum requirements will be assessed based on the following factors:

1. Education (10 points)
2. Work Experience (20 points)
3. Knowledge (30 points)
4. Language Proficiency (10 points)
5. Skills and abilities (30 points)

Per this scoring rubric, Work Experience, Knowledge, Skills and Abilities are the most important factors. Applications will initially be screened for conformity with minimum requirements and a short list of applicants developed.

USAID reserves the right to interview only the highest ranked applicants in person or by phone OR not to interview any candidate.

After the closing date for receipt of applications, a committee will be convened to review applications and evaluate them in accordance with the evaluation criteria. Applications from candidates which do not meet the required selection criteria will not be scored. Only shortlisted applicants will be contacted. No response will be sent to unsuccessful applicants.

As part of the selection process, finalist candidates may be interviewed either in person or by telephone at USAID's discretion. Reference checks will be made only for applicants considered as finalists. If an applicant does not wish USAID to contact a current employer for a reference check, this should be stated in the applicant's cover letter, and USAID will delay such reference check pending communication with the applicant. Only finalists will be contacted by USAID with respect to their applications.

IV. PRESENTING AN OFFER

Offerors are requested to submit application package to: **AbujaHRAID@state.gov**

1. Eligible Offerors are required to complete and submit the offer form DS-174 (Application for US Federal Employment); or a current resume or curriculum vitae that provides the same information as a DS-174.

Any documentation that supports or addresses the requirements listed above (e.g. transcripts, degrees, NYSC certificate/exemption etc.).

A type-written and signed application letter specifically applying for this position, and addressing the minimum requirements as advertised. Please reference the job title and announcement number on the application letter.

Limit all electronic (e-mail) submission to one entry/email not larger than 5MB. Please submit attachments in PDF and Word formats, not pictures.

E-mails received without the appropriate subject line and incomplete applications will not be considered.

2. Offers must be received by the closing date and time specified in **Section I, item 3**, and submitted to the Point of Contact in **Section IV**.
3. To ensure consideration of offers for the intended position, Offerors must prominently reference the Solicitation number in the offer submission.

V. LIST OF REQUIRED FORMS FOR PSC HIRES

Once the CO) informs the successful Offeror about being selected for a contract award, the CO will provide the successful Offeror instructions about how to complete and submit the following forms.

1. Medical History and Examination Form (Department of State Forms)
2. RSO Security Questionnaire
3. BI Guide Questionnaire
4. THOR Enrollment Intake Form

VI. BENEFITS/ALLOWANCES

As a matter of policy, and as appropriate, a PSC is normally authorized the following benefits and allowances:

1. BENEFITS:
 - a. Health Insurance
 - b. Annual Salary Increase (if applicable)
 - c. Annual and Sick leave
 - d. Annual Bonus
2. ALLOWANCES (as applicable):
 - a. Transportation Allowance
 - b. Meal Allowance
 - c. Miscellaneous Allowance
 - d. Housing Allowance

VII. TAXES

The Mission emphasize to its employees of the fact that they are obliged to observe Nigerian Laws, including those concerning income and related tax obligations. Payment of such taxes is a matter between the individual employee and the Nigerian Government. In the absence of a specific international agreement, the U.S. Government will not withhold local taxes from an employee's salary.

VIII. USAID REGULATIONS, POLICIES AND CONTRACT CLAUSES PERTAINING TO PSCs

USAID regulations and policies governing CCN PSC awards are available at these sources:

1. **USAID Acquisition Regulation (AIDAR), Appendix J**, “Direct USAID Contracts With a Cooperating Country National and with a Third Country National for Personal Services Abroad,” including **contract clause “General Provisions,”** available at https://www.usaid.gov/sites/default/files/documents/1868/aidar_0.pdf .
2. Acquisition & Assistance Policy Directives/Contract Information Bulletins (**AAPDs/CIBs**) for Personal Services Contracts with Individuals available at <http://www.usaid.gov/work-usaid/aapds-cibs> .
3. **Ethical Conduct.** By the acceptance of a USAID personal services contract as an individual, the contractor will be acknowledging receipt of the “**Standards of Ethical Conduct for Employees of the Executive Branch,**” available from the U.S. Office of Government Ethics, in accordance with **General Provision 2 and 5 CFR 2635.** See <https://www.oge.gov/web/oge.nsf/OGE%20Regulations> .